January 3, 2012
Superintendent
(LEA Name)
(LEA Street Address)
(LEA City, State Code and Zip)

www.crdc2011.org

LEA Login ID: (LEA ID)

LEA Password: (LEA Password)

Dear Superintendent:

Your Regional Education Service Agency (RESA) has been selected for participation in the upcoming 2011-12 U.S. Department of Education (ED) Civil Rights Data Collection (CRDC).   Every school district in the nation, along with RESAs that directly operate schools, will be participating in the 2011-12 CRDC.

The CRDC collects data on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability. The CRDC is a valuable source of information about access to educational opportunities in our Nation's public schools that is used by the Department's Office for Civil Rights (OCR) and other Department offices, as well as policymakers, researchers and many others in the education community. First collected in 1968, the CRDC is a longstanding and important aspect of OCR's overall strategy for administering and enforcing the civil rights statutes for which it is responsible. **Completion of the 2011-12 CRDC by your agency is mandatory.**

There are four phases to the 2011-12 CRDC:

- Designating your agency's principal point of contact (due by January 20, 2012)

- The district profile update on the Advance Website (due by March 15, 2012)

- Collecting 2011-12 CRDC data

- The submission of CRDC data. (August/September-December 2012)

The first step is to designate your agency's contact person for all activities related to the 2011-12 CRDC. Please login to the CRDC informational website at www.crdc2011.org to provide your agency's contact person's information, including an email address. Your agency's unique login ID and password are provided in the top right-hand corner of this letter.   **Please login to the Advance Website and provide the name and email address of your agency's contact person by January 20, 2012.**

The same website also serves as a source of valuable information about the 2011-12 CRDC. To determine if your district, which has been identified as a RESA, is required to submit 2011-12 CRDC data, please carefully review the Supplemental Information for RESAs and BOCES available on the Advance Website. For an overview of the 2011-12 CRDC process, please review the following downloadable CRDC-related materials:

- 2011-12 CRDC table layout and definitions for data elements

- Frequently asked questions

- Changes from the 2009-10 CRDC

- Updates concerning the 2011-12 schedule

The Department of Education's mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access.

Information about the support services available from the Partner Support Center along with upcoming webinars about the CRDC collection for 2011-12 is available at www.crdc2011.org. Once we have your agency's contact person and email address, we will provide your agency with a special set of Advance Website instructions. These instructions will explain how to update your agency's profile on the Advance Website. **The agency profile update is due by March 15, 2012.**

The 2011-12 CRDC is a web-based collection. Your agency may choose instead to submit data in the Flat File Submission format. Information relating to these reporting modes is available at the Advance Website.

If your agency is unable to complete the requested agency profile update due to a lack of Web connectivity, please immediately advise ED by contacting the Partner Support Center. You may also contact the Partner Support Center if you have any questions about the CRDC.
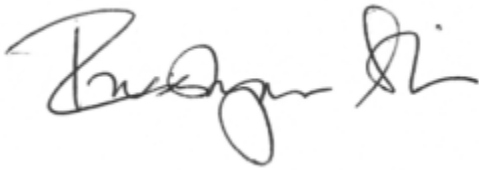
Telephone: 1-855-320-6459

Fax: 1-888-FAX-EDEN (1-888-329-3336)

TTY/TDD: 1-888-403-EDEN (1-888-403-3336)

EDEN_CRDC@ED.GOV

Thank you for your time and attention to this important effort.

Sincerely,

Russlynn Ali
Assistant Secretary
Office for Civil Rights